



KENTUCKY DEPARTMENT OF
EDUCATION

Every Child Proficient and Prepared for SUCCESS



Superintendent Evaluation Resources and Support



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SUPERINTENDENT EVALUATION

RESOURCES AND LINKS

School Report Card	School Report Card
Tell KY	TELL Kentucky
Professional Growth & Effectiveness	Professional Growth and Effectiveness
Professional Growth & Effectiveness	
Year-at-a-glance calendars	PGES Professional Learning and Year at a Glance
Superintendent Calendar at-a-glance	Super-at-a-glance
Principal Calendar-at-a-glance	Principal Calendar-At-A-Glance
Teacher Calendar-at-a-glance	Teacher Calendar At-A-Glance
Comprehensive Improvement Planning	Comprehensive Improvement Planning
AdvancED/ASSIST	AdvancED/ASSIST
Board Training	KRS 156.557 (SB 178)
Questions and Support:	Tommy Floyd, Chief of Staff Tommy.floyd@education.ky.gov 502.564.3141 Ginger Kinnard, Program Manager Ginger.kinnard@education.ky.gov 502.564.3197 ext. 4048

Options for converting documents for attachment uploads in ASSIST (ASSIST will not accept multiple documents for attachments. They must be one document) Document attachments can be PDF, XPS Document Writer, Word, Excel, Word Perfect etc.

1. Compile paper copies of all supporting documentation and scan them into one document and save in a directory
2. Create an electronic PDF of supporting documentation (complete version of Adobe is required) by creating one file of all typed documents (Word, Excel, Word Perfect, etc.) and saving as a PDF document in a directory
3. Opening document (Word, Excel, Word Perfect, etc.) and
 - Click "File"
 - Click "Save As"
 - Select "PDF" in the *Save as File Type* section below the *File Name*
 - Click "Save"
4. You may also search "Create PDF" on the web and it will provide video and other instructional information (some suggestions are below)

You Tube: <http://www.youtube.com/watch?v=thpDGIqip8E>

Word Document: <http://office.microsoft.com/en-us/word-help/save-as-pdf-HA010064992.aspx>

BOARD TRAINING

The Kentucky Board of Education (KBE) has recently amended the regulation governing local board member mandatory training (702 KAR 1:115) to add mandatory requirements for annual training for local board members in **ethics**, **school finance** and **superintendent evaluation**. These changes will go into effect on or before January 1, 2014.

Note: After these revisions, the mandatory training requirements for training are broken down as follows:

Experience Level	Current Annual Requirement	Proposed Ethics Training Requirement	Proposed School Finance Training Requirement	Proposed Superintendent Evaluation Training Requirement
0 – 3 Years	12 hours	Minimum 1 hour annually	Minimum 3 hours annually	Minimum 1 hour annually
4 – 7 years	8 hours	Minimum 1 hour annually	Minimum 2 hours annually	Minimum 1 hour annually
8 years or more	4 hours	Minimum 1 hour annually	Minimum 1 hour annually	Minimum 1 hour annually

KRS 156.557 (SB 178) - [KRS 156.557 \(SB 178\)](#) and SB 178 - [SB 178](#)

AN ACT relating to evaluation of superintendents of schools.

Amend KRS 156.557 to clarify the evaluation requirements for the local superintendent; require that the summative evaluation be discussed and adopted in an open meeting of the local board of education and reflected in the minutes; specify that if the local policy requires a written evaluation that it shall be made available to the public upon request; and require that preliminary discussions relating to the evaluation of the superintendent by the board or between the board and the superintendent prior to the summative evaluation be conducted in closed session.

BOARD MEETING MINUTES

EXAMPLES

**Bluegrass County Board of Education
Regular Meeting Minutes**

**5482 West Broadway
October 16, 2013
6:00 P.M.**

Board Members Present: **Lucy Rieteo**
 John Doquewn
 Ann Einxhothew
 Tom Poewet
 Doug Maeowheth

A. Call to Order

Board Chair Lucy Rieteo called the meeting to order at 6 p.m.

B. Moment of Silence

C. Pledge of Allegiance

Bluegrass High School Senior Mary Mayi led the pledge.

D. Mission Statement

Board Member Tom Poewet read the Mission Statement.

E. Approve Agenda

To approve the meeting agenda, passed with a motion by Mr. Doquewn, seconded by Mr. Maeowheth.

F. Approve minutes

To approve the September 11 regular board meeting minutes passed with a motion by Ms. Einxhothew, seconded by Mr. Poewet.

G. Student Showcase and Recognitions

1. Student Showcase

- a. Bluegrass Middle School Chorus performed selections from their upcoming Middle School Chorus competition

2. Recognition/s

- a. The board recognized Carr Elementary School for achieving Alliance for a Healthier Generation Gold Level through their work with the Healthy Schools Program. Their commitment to the health and welfare of their students earned them a trip to Little Rock, AR where they were recognized at the National Conference and met former President Bill Clinton.

H. Public Comments

There were no comments.

I. Consent Agenda

To approve the Consent Agenda passed with a motion by Mr. Doquewn, seconded by Mr. Poewet.

- 1. Approve Claims totaling \$2,681,350.13.
- 2. Authorize record of Superintendent personnel actions
- 3. Create/Ratify new positions
- 4. Approve Leaves of Absence
- 5. Approve Out of State Field Trips for Bluegrass High School Band, Bluegrass Middle School Chorus, and Bluegrass High School Junior Classical League

6. Approve board participation and expenses in Kentucky Board Member Fall Conference
7. Approve school-wide fundraisers for Carr Elementary, Lincoln Elementary, and Bluegrass Middle

J. Department and Superintendent's Reports

1. Instruction Report

Assistant Superintendent for Academics Bill Wenethfor presented the 2011 K-Prep Assessment Report. Mr. Doquewn expressed his pleasure with the progress of the districts elementary schools. Ms. Rieteo questioned Mr. Wenethfor as to how much MAP impacted the improvement. He agreed that MAP as well as other initiatives implemented last year impacted the positive outcome.

2. Finance Report

Finance Director Anita Mocash presented the Finance Report. She reported that the September 1 beginning balance was \$11,025,367.54; total receipts were \$2,385,058.24; total expenditures were \$4,273,910.85; leaving an ending balance on September 30 of \$9,136,514.93

3. Construction Report

Operations Director Clifford Bigdog reported that, in spite of all the recent rain, the middle school reroofing project is targeted to finish on time. Mr. Poewet asked when the board might expect to see the preliminary plans for the proposed new elementary and Mr. Redog stated that the architect told him it should be sometime early November.

4. Superintendent's Report

Dr. Loveskids commented on his monthly school visits, and his annual Rotary Club presentation.

K. Action Agenda

1. Approve the 2011-2012 Audit Report

To approve the 2011/2012 Annual Financial Audit completed by Bean, Pincher & Associates, pending approval of the Department of Education passed with a motion by Mr. Maeowheth, seconded by Mr. Poewet

2. Approval of a Proposed Change Order (No. Two) to the reroofing contract for the Bluegrass Middle School BG 12-182

To approve Change Order 2 for amount of \$1,582 to the contract for the Renovation at Bluegrass Middle School BG 12-182 passed with a motion by Mr. Poewet, seconded by Mr. Doquewn

3. Approval of a Proposed Change Order (No. Ten) to the Contract for the Renovation at Carr Elementary School (BG 11-263)

To approve Change Order #10 to the Contract for the Renovation at James Lane Allen Elementary School (BG 11-263) in the amount of \$7050, pending approval of the State Department of Education passed with a motion by Ms. Einxhothew, seconded by Mr. Poewet

4. TELL Survey Report

Mr. Ed Ucator presented an overview of the TELL Survey through a PowerPoint presentation. The TELL Survey is a statewide survey for all school based certified educators in Kentucky.

5. Schedule Special Meeting

To approve a special meeting for Tuesday, October 22 at 6PM at Central Office for the purpose of board training passed with a motion by Mr. Poewet and seconded by Mr. Doquewn.

6. Discussion on Delivery Targets and Professional Growth and Effectiveness System

After the superintendent and members of the district team presented a detailed report on the areas of Student Proficiency, College/Career Readiness, Graduation Rates, and Closing the Achievement Gaps, Dr. Loveskids and the board discussed district delivery targets for each area. The board then gave comment on the targets and agreed with the superintendent on proposed plan for each. Dr. Loveskids assured the board that he will provide updates throughout the year on efforts of district staff to meet the various targets on the district report card.

Dr. Loveskids also presented along with several district staff regarding the district plan for ongoing training on the Professional Growth and Effectiveness System (PGES). The goal is that all certified

district staff be prepared for the beginning of the 2014/2015 school year as required by the State Department of Education.

L. Board Comments

Mr. Maeowheth expressed praise to Carr Elementary for their Healthy Schools Program Gold Level achievement. He noted how much dedication it took on the part of Carr Elementary to reach this level.

M. Adjourn

To adjourn passed with a motion by Mr. Maeowheth and a second by Ms. Einxhothew

EXAMPLE

**Bluegrass County Board of Education
Regular Meeting Minutes**

**5482 West Broadway
November 12, 2013
6:00 P.M.**

Board Members Present: **Lucy Rieteo
Ann Einxhothew
Tom Poewet
Doug Maeowheth**

Board Members Absent: **John Doquewn**

A. Call to Order

1. Board Chair Lucy Rieteo called the meeting to order at 6:03 p.m.

B. Moment of Silence

C. Pledge of Allegiance

1. Bluegrass Middle School eighth grader John Smith led the pledge.

D. Mission Statement

1. Board Member Mr. Maeowheth read the Mission Statement.

E. Approve Agenda

1. To approve the meeting agenda, passed with a motion by Mr. Doquewn, seconded by Mr.
2. Maeowheth.

F. Approve minutes

1. To approve the October 8, 2013 regular board meeting minutes, and the October 22nd special meeting minutes passed with a motion by Mr. Poewet, seconded by Ms. Einxhothew.

G. Student Showcase and Recognitions

1. Student Showcase

- a. Carr Elementary 5th grade students presented the "Star Spangled Banner" in American Sign Language

2. Recognition/s

- a. The board recognized Bluegrass Middle School Cafeteria Manager, Ms. Rachel Cooksalot for winning the State Healthiest School Lunch Menu contest. Her school menu won first place over 536 State Middle School entries.
- b. Lincoln Elementary 5th grader Max Wucado was praised by the board for stopping a fight in his school hallway by talking to the two students involved about how to deal with their anger toward each other without getting into a physical altercation.
- c. Bluegrass High School Music Teacher Lovetta Voice for receiving a Spangler, Inc. Teacher Achievement Award

H. Public Comments

- a. A citizen approached the board to voice her appreciation for making the entrance to her daughter's elementary more safe for students, teachers, and parents. It has long been a safety concern and the board's persistence with the State Transportation Cabinet made the changes possible.

I. Consent Agenda

1. To approve the Consent Agenda passed with a motion by Ms. Einxhothew, seconded by Mr. Poewet.
2. Approve Claims totaling \$2,935,712.29.
3. Authorize record of Superintendent personnel actions
4. Created and Ratified one (1) special education para-educator position at Carr Elementary
5. Approve Leaves of Absence for 2 certified staff and 5 classified staff
6. Approve Emergency Certification for middle school math teacher
7. Approve Out of State Field Trips for Bluegrass High School Baseball Team, Bluegrass Middle School 8th grade trip to Washington D.C., and Bluegrass High School Cheerleaders
8. Approve Memorandum of Agreement with University of Kentucky for special needs services.
9. Approve school-wide fundraiser for Bluegrass Lincoln Elementary

J. Department and Superintendent's Reports

1. Instruction Report

- a. Assistant Superintendent for Academics Bill Wenethfor presented the AP Data Report. He also reported on behalf of Technology Director Randy McGeek that all of the new computers that the board purchased in May have been installed at the schools.

K. Finance Report

- a. Finance Director Anita Mocash presented the Finance Report. She reported that the October 1 beginning balance was \$9,136,514.93; total receipts were \$1,583,850.42; total expenditures were \$3,372,019.58; leaving an ending balance on October 31st. of \$7,348,345.77.

L. Construction Report

- a. Operations Director Clifford Bigdog reported that the middle school reroofing project is completed, on time, and that the board should have received the preliminary plans for a proposed new elementary from the architect and that Mr. Quickdraw will present them for discussion later in the meeting.

M. Superintendent's Report

- a. Dr. Loveskids commented on his monthly school visits. He also wanted to commend the board for their commitment to the students of the Bluegrass County Schools as demonstrated at the board training session held the end of October.

N. Action Agenda

1. Approve District Microsoft School Renewal Agreement

- a. Technology Director Randy McGeek assured the board that the agreement amount is the best quote that can be acquired for a district our size.
- b. To approve the 2013//2014 Renewal agreement with Microsoft Corporation passed with a motion by Mr. Maeowheth, seconded by Mr. Poewet.

O. Review of proposed new elementary schools plans

- a. Architect Tom Quickdraw presented a layout and preliminary drawing for a new elementary school. After several questions and much discussion the board praised Mr. Quickdraw for his work on the project.

P. Approve a BG-1 for a new elementary

- a. To approve a BG-1 for a new elementary, pending approval from the State Department of Education, passed with a motion by Ms. Einxhothew and second by Mr. Poewet.

Q. Approval BG-4 and final payout for reroofing contract for the Bluegrass Middle School BG 12-182

- a. To approve BG-4 and final payout for reroofing contract for the Bluegrass Middle School BG 12-182 passed with a motion by Mr. Poewet, seconded by Mr. Maeowheth

R. Superintendent's Working Budget Update

- a. Superintendent Loveskids presented a description/update to the board of the 2013/2014 Working Budget that now reflects the addition of the local tax rate revenue. The superintendent explained the impact of this revenue and further explained that it will continue in its balanced form.

- b. In accordance with State and Federal Law, the district has accumulated above the 2% contingency, and provides adequate funds for debt service.
- c. The superintendent also explained how the district team is leveraging available funds and resources in compliance with state and federal laws, and how these resources are being leverage to promote the highest level of learning.
- d. The board asked questions of the superintendent regarding various aspects of the budget, but were very supportive of the efforts of the district team.

S. Board Comments

- 1. Board members expressed their pleasure beginning the process to build a much needed elementary for the west area of town. This will greatly help with the overcrowding of Carr Elementary.
- 2. Ms. Einxhothew wished the visitors and other board members a Happy Thanksgiving.

T. Adjourn

- 1. To adjourn passed with a motion by Ms. Einxhothew and a second by Mr. Maeowheth

EXAMPLE

**Bluegrass County Board of Education
Regular Meeting Minutes**

**5482 West Broadway
November 12, 2013
6:00 P.M.**

Board Members Present: Lucy Rieteo
Ann Einxhothew
Tom Poewet
Doug Maeowheth
John Doquewn

A. Call to Order

1. Board Chair Lucy Rieteo called the meeting to order at 6:01 p.m.

B. Moment of Silence

C. Pledge of Allegiance

1. Board Member Ann Einxhothew led the pledge.

D. Mission Statement

1. Board Member John Doquewn read the Mission Statement.

E. Approve Agenda

1. To approve the meeting agenda, passed with a motion by Mr. Poewet, seconded by Ms. Einxhothew.

F. Approve minutes

1. To approve the November 12th regular board meeting minutes passed with a motion by Mr. Doquewn, seconded by Mr. Poewet.

G. Student Showcase and Recognitions

1. **Student Showcase**

- a. Lincoln Elementary students and teachers shared their 21st Century digital literacy skills by sharing the books students created, authored, and published.
- b. Carr Elementary presented a portion of their production "The Polar Express."

2. **Recognition/s**

- a. The board recognized the Bluegrass High School boys' and girls' cross country team for placing first in the Eat More Chicken Invitational.

H. Public Comments

- a. A citizen approached the board to request that they allow a nativity be placed in the grass area near the front entrance to the high school.

I. Consent Agenda

1. To approve the Consent Agenda passed with a motion by Mr. Poewet, seconded by Mr. Maeowheth.
2. Approve Claims totaling \$1,359,172.43.
3. Authorize record of Superintendent personnel actions
4. Approve Leaves of Absence for 4 certified staff and 8 classified staff
5. Approve Out of State Field Trips for Bluegrass High School Science Olympiad Team, and Bluegrass High School Cheerleaders
6. Declare surplus property – 3 buses
7. Approve shortened school day for elementary student

J. Department and Superintendent's Reports

1. Instruction Report

- a. Assistant Superintendent for Academics Bill Wenethfor presented the Instruction Report that included the 2013 Explore and Plan Test Scores. He also reported on the District Special Education enrollment update on behalf of Special Education Director Ms. Ineedhelp.

K. Finance Report

- a. Finance Director Anita Mocash presented the Finance Report. She reported that the November 1 beginning balance was \$7,348,345.77; total receipts were \$2,926,015.58; total expenditures were \$3,703,369.65; leaving an ending balance on November 30st. of \$6,570,991.70.

L. Construction Report

- a. In his report, Operations Director Clifford Bigdog informed the board that the architect is still waiting on the approval for the proposed new elementary school from the State Department of Education.

M. Superintendent's Report

- a. Dr. Loveskids commented on his monthly school visits. He expressed how much he enjoys visiting the schools during the holidays.

N. Action Agenda

1. Accept Right of Way Easement to Bluegrass County Utilities District

- a. To approve a Right of Way Easement to Bluegrass County Utilities District passed with a motion by Doug Maeowheth, seconded by Mr. Poewet.

2. TELL Survey Discussion

- a. The Bluegrass Board of Education and Superintendent Loveskids discussed the most recent TELL Survey with respect to the area of facilities. The superintendent discussed where and how the district showed improvement in the areas of facilities and resources. He explained as to the feedback and what the district plan is to improve. Board members asked several questions regarding infrastructure and bandwidth available for electronic resources and commented that they are very supportive on the superintendent and district team's efforts to continue the progress of facilities and resources for teaching staff and for learning to occur.

3. Approve serving line replacement bids for Bluegrass Middle School

- a. Mr. Poewet questioned the need for replacing the cafeteria serving lines. Mr. Bigdog explained that they are not in compliance with code and that the district is required to update them.
- b. To approve serving line replacement bids for Bluegrass Middle School cafeteria passed with a motion by Mr. Poewet and a second by Mr. Doquewn.

4. Approve School Facilities Construction Commission FY2013 offer of assistance

- 5. To approve a School Facilities Construction Commission FY2013 offer of assistance for the amount of \$575,000 passed with a motion by Ms. Einxhothew and second by Mr. Poewet.

O. Board Comments

- 1. Mr. Poewet expressed his regrets that due to the laws of our country and state the Board can't authorize for a nativity to be placed in front of any of the district schools.
- 2. The Board expressed wishes for the community to have a Merry Christmas and looks forward to a successful second semester in the Bluegrass County School District!

P. Adjourn

- 1. To adjourn passed with a motion by Ms. Einxhothew and a second by Mr. Maeowheth

PGES

AT-A-GLANCE CALENDARS

The 2013-14 Year-At-A-Glance provides a Superintendent an overview of monthly tasks to begin to put in place the Professional Growth & Effectiveness statewide pilot. These individual tasks are designed to support the overall systems change occurring at the district to build the capacity necessary to ensure successful implementation of the Professional Growth & Effectiveness System.

PROFESSIONAL GROWTH AND EFFECTIVENESS SYSTEM

2013-2014 PGES YEAR-AT-A-GLANCE CALENDAR SUPERINTENDENT/CENTRAL OFFICE

PGES Web Page	PGES Headline News	PGES Professional Learning
June 2013 <ul style="list-style-type: none"> Communicate with principals and teachers regarding evaluation. http://delivr.com/2x5my Participate in training for teachers, peer observers and principals Rethink/restructure the responsibilities of principals to support TPGES Plan for the scale-up work with entire district for 2014-15 full implementation Orient self to evaluation in all of PGES as well as existing evaluation system 	July 2013 <ul style="list-style-type: none"> Train district Leadership teams schools on the PGES Conduct an evaluation plan orientation in all of PGES as well as existing evaluation system Principal & Superintendent Training for PPGES in PD360 	August 2013 <ul style="list-style-type: none"> Continue the scale-up work of entire district for 2014-15 full implementation Build capacity for implementation and scaling Receive from KDE PGES model plan Craft local decisions within the PGES model plan Submit finalized PGES plans to KDE by December 31st
September 2013 <ul style="list-style-type: none"> Create/Monitor district plan to ensure principal certification by July 1st, 2014 Develop PGP & SGG by Principal in collaboration with Superintendent Complete self-reflection by principal Continue the scale-up work of entire district for 2014-15 full implementation Support the development and self-reflections of principal 	October 2013 <ul style="list-style-type: none"> Continue the scale-up work of entire district for 2014-15 full implementation Complete superintendent portion of Val-Ed 	November 2013 <ul style="list-style-type: none"> Continue the scale-up work of entire district for 2014-15 full implementation Complete site visit at principal's school
December 2013 <ul style="list-style-type: none"> Continue the scale-up work of entire district for 2014-15 full implementation Review mid-year progress of PGP/SGG and formative review of standards of the principal Submit locally approved PGES plan by Dec 31st 	January 2014 <ul style="list-style-type: none"> Continue the scale-up work of entire district for 2014-15 full implementation Review mid-year progress of PGP/SGG and formative review of standards of the principal 	February 2014 <ul style="list-style-type: none"> Continue the scale-up work of entire district for 2014-15 full implementation Prepare for March administration of SV survey
March 2014 <ul style="list-style-type: none"> Continue the scale-up work of entire district for 2014-15 full implementation Complete site visit at principal's school Complete superintendent portion of Val-Ed Administer Student Voice survey 	April 2014 <ul style="list-style-type: none"> Continue the scale-up work of entire district for 2014-15 full implementation 	May 2014 <ul style="list-style-type: none"> Complete Principal summative evaluation using current evaluation plan and conduct PPGES end of year conference Continue the scale-up work of entire district for 2014-15 full implementation
June 2014 <ul style="list-style-type: none"> Communicate with principals and teachers regarding evaluation. http://delivr.com/2x5my Participate in training for teachers, peer observers and principals Rethink/restructure the responsibilities of principals to support TPGES Build capacity for implementation and scaling 	July 2014 <ul style="list-style-type: none"> District Leadership teams train schools on the PGES Orient self to evaluation in all of PGES as well as existing evaluation system Principal & Superintendent Training for PPGES in PD360 	August 2014 <ul style="list-style-type: none"> Scale-up work with entire district for 2014-15 full implementation Orient self to evaluation in all of PGES as well as existing evaluation system

The 2013-14 Year-At-A-Glance provides a Principal an overview of monthly tasks to begin to put in place the Professional Growth & Effectiveness statewide pilot. These individual tasks are designed to support the overall systems change occurring at the district to build the capacity necessary to ensure successful implementation of the Professional Growth & Effectiveness System.

PROFESSIONAL GROWTH AND EFFECTIVENESS SYSTEM 2013-2014 PGES YEAR-AT-A-GLANCE CALENDAR		
Principal		
PGES Web Page	PGES Headlines Page	PGES Professional Learning
June 2013 <ul style="list-style-type: none"> PGES resource: http://delivve.com/2x5m Teacher, Peer Observer & Principal Summer Training on Multiple Measures Receive notification of Observation Windows Receive log-in credentials for Proficiency System Inter-rater reliability training and certification begins - certify by September 15th Know the KY Framework for Teaching Know the PGES measures Scale-up work with entire staff for 2014-15 full implementation Review PGES Learning Targets posted on KDE Explore CIIIS for the variety of PL resources (PD360, Lync, & district resources) Register for & monitor your PL experience via EDS 	July 2013 <ul style="list-style-type: none"> Teacher, Peer Observer & Principal Summer Training on Multiple Measures Principal & Superintendent Training for PGES in PD360 KLA Kick-off with "just in time" support Create observation caseloads in EDS Review PGES Learning Targets posted on KDE Learn how to use EDS to implement the PGES Register for & monitor your PL experience via EDS Orient self to the use of evaluation in the PGES as well as the district's existing evaluation system 	August 2013 <ul style="list-style-type: none"> Support resources: http://delivve.com/2ei3w Scale-up work with entire staff for 2014-15 full implementation Tag IC administrator as CIIIS to star manager Verification by KDE of state pilot participant list Review PGES Learning Targets posted on KDE Learn how to use EDS to implement the PGES Register for & monitor your PL experience via EDS Confirm that all teacher's classroom posters are visible in CIIIS/ Correct inaccurate sand add corrected roster to IC Conduct an orientation of evaluation in PGES as well as existing evaluation system for teachers 1st Observation window opens
September 2013 <ul style="list-style-type: none"> Develop own PGP and SGG in collaboration with Superintendent Complete self-reflection Scale-up work with entire staff for 2014-15 full implementation Conference with teachers to complete their PGPs Collaborate with teacher to define strategies to reach SGG Provide accurate and meaningful feedback to teacher to enhance their professional growth 	October 2013 <ul style="list-style-type: none"> Complete principal portion of Val-Ed Facilitate completion of teacher portion of Val-Ed Scale-up work with entire staff for 2014-15 full implementation Monitor to star verification & data 2nd observation window opens 1st observation window closes 	November 2013 <ul style="list-style-type: none"> Scale-up work with entire staff for 2014-15 full implementation Host site visit by superintendent Provide accurate and meaningful feedback to teacher to enhance their professional growth Conduct mid-course conference with teacher to discuss student growth progress & adjust if needed
December 2013 <ul style="list-style-type: none"> Scale-up work with entire staff for 2014-15 full implementation Review standards at mid-year of PGP/SGG and formative reviews Monitor roster verification 	January 2014 <ul style="list-style-type: none"> Scale-up work with entire staff for 2014-15 full implementation Review standards at mid-year of PGP/SGG and formative reviews Monitor to star verification 	February 2014 <ul style="list-style-type: none"> Scale-up work with entire staff for 2014-15 full implementation Prepare for March administration of SV survey
March 2014 <ul style="list-style-type: none"> Scale-up work with entire staff for 2014-15 full implementation Completed site visits by superintendents at principal's school Administer SV survey Complete principal portion of Val-Ed Host site visit by superintendent 	April 2014 <ul style="list-style-type: none"> Monitor final to star verifications & data before end of year testing window Scale-up work with entire staff for 2014-15 full implementation Conduct collaborative post conference to: 1) determine if student growth goal was met based on assessment results 2) discuss teacher's PGP 	May 2014 <ul style="list-style-type: none"> Scale-up work with entire staff for 2014-15 full implementation
June 2014 <ul style="list-style-type: none"> Teacher, Peer Observer & Principal Summer Training on Multiple Measures Receive notification of Observation Windows Receive log-in credentials for Proficiency System Inter-rater reliability training and certification begins - certify by September 15th Know the KY Framework for Teaching Know the PGES measures Scale-up work with entire staff for 2014-15 full implementation Review PGES Learning Targets posted on KDE Explore CIIIS for the variety of PL resources (PD360, Lync, & district resources) Register for & monitor your PL experience via EDS 	July 2014 <ul style="list-style-type: none"> Explore CIIIS for the variety of PL resources (PD360, Lync, & district resources) Teacher, Peer Observer & Principal Summer Training on Multiple Measures Principal & Superintendent Training for PGES in PD360 KLA Kick-off with "just in time" support Orient self to the use of evaluation in the PGES Create observation caseloads in EDS Review PGES Learning Targets posted on KDE Learn how to use EDS to implement the PGES Register for & monitor your PL experience via EDS 	August 2014 <ul style="list-style-type: none"> Explore CIIIS for the variety of PL resources (PD360, Lync, & district resources) Support resources: http://delivve.com/2ei3w Scale-up work with entire staff for 2014-15 full implementation Tag IC administrator as CIIIS to star manager Conduct an orientation to evaluation in all of PGES as well as existing evaluation system Verification by KDE of state pilot participant list Review PGES Learning Targets posted on KDE Learn how to use EDS to implement the PGES Register for & monitor your PL experience via EDS Confirm that all teacher's classroom posters are visible in CIIIS/ Correct inaccurate sand add corrected roster to IC

The 2013-14 Year At-A Glance provides a Superintendent an overview of monthly tasks to begin to put in place the Professional Growth & Effectiveness statewide pilot. These individual tasks are designed to support the overall systems change occurring at the district to build the capacity necessary to pursue successful implementation of the Professional Growth & Effectiveness System.

PROFESSIONAL GROWTH AND EFFECTIVENESS SYSTEM

2013-2014 PGES YEAR-AT-A-GLANCE CALENDAR

TEACHER

PGES Web Page	PGES Headlines News	PGES Professional Learning
June 2013 <ul style="list-style-type: none"> Begin reviewing PGES learning targets via CHITS to demonstrate mastery by August Learn how to use EDS to implement the PGES 	July 2013 <ul style="list-style-type: none"> Learn how to use EDS to implement the PGES Identified Peer Observers begin online training module Continue to learn PGES via CHITS leading to demonstrated mastery of learning targets 	August 2013 <ul style="list-style-type: none"> Collaborate with principals, peers and peer observers to implement and support teacher effectiveness Implement formative assessment practices to effectively impact student learning Demonstrate mastery of PGES learning targets via CHITS Explore CHITS for the variety of PL resources (PD360, Lync, and district resources) Register for and monitor your PL experiences via EDS Verify to start by the end of the 2nd week of school 1st Observation window opens Peer observers may begin observations Learn how to use EDS to implement the PGES
September 2013 <ul style="list-style-type: none"> Analyze student assessment data to establish baseline for the development of the SGG Collaborate with Principal to define strategies to reach SGG Conference with principals to complete PGP including personal & student growth goals Reflect as an ongoing practice Implement formative assessment practices to effectively impact student learning Explore CHITS for the variety of PL resources (PD360, Lync, and district resources) Register for and monitor your PL experiences via EDS 	October 2013 <ul style="list-style-type: none"> Review Student Growth Percentile and verify class roster in the Student Profile in CHITS Complete teacher portion of Val-Ed Reflect as an ongoing practice Explore CHITS for the variety of PL resources (PD360, Lync, and district resources) Register for and monitor your PL experiences via EDS 1st observation window closes 2nd observation window opens 	November 2013 <ul style="list-style-type: none"> Conduct mid-course conference with principal to discuss student growth progress & adjust if needed Peers may input observation post conference feedback in EDS module Reflect as an ongoing practice Explore CHITS for the variety of PL resources (PD360, Lync, and district resources) Register for and monitor your PL experiences via EDS
December 2013 <ul style="list-style-type: none"> Reflect as an ongoing practice Explore CHITS for the variety of PL resources (PD360, Lync, and district resources) Register for and monitor your PL experiences via EDS Verify to start the last 2 weeks in December 	January 2014 <ul style="list-style-type: none"> Reflect as an ongoing practice Explore CHITS for the variety of PL resources (PD360, Lync, and district resources) Register for and monitor your PL experiences via EDS 	February 2014 <ul style="list-style-type: none"> Reflect as an ongoing practice Explore CHITS for the variety of PL resources (PD360, Lync, and district resources) Register for and monitor your PL experiences via EDS
March 2014 <ul style="list-style-type: none"> Reflect as an ongoing practice Explore CHITS for the variety of PL resources (PD360, Lync, and district resources) Register for and monitor your PL experiences via EDS Verify to start in the last 2 weeks of March Complete teacher portion of the Val-Ed Administer Student Voice Survey 	April 2014 <ul style="list-style-type: none"> Evaluator and teacher conduct collaborative post conference to: (1) determine if student growth goal was met based on assessment results (2) discuss teacher's professional growth plan Reflect as an ongoing practice Explore CHITS for the variety of PL resources (PD360, Lync, and district resources) Register for and monitor your PL experiences via EDS 	May 2014 <ul style="list-style-type: none"> Reflect as an ongoing practice Explore CHITS for the variety of PL resources (PD360, Lync, and district resources) Register for and monitor your PL experiences via EDS Final to serve verification before end of year and prior to any assessment
June 2014 <ul style="list-style-type: none"> Learn how to use EDS to implement the PGES Review PGES learning target via CHITS by all teachers 	July 2014 <ul style="list-style-type: none"> Continue to learn PGES via CHITS Learn how to use EDS to implement the PGES Identified Peer Observers begin online training module 	August 2014 <ul style="list-style-type: none"> Collaborate with principals, peers and peer observers to implement and support teacher effectiveness Implement formative assessment practices to effectively impact student learning Demonstrate mastery of PGES learning targets via CHITS Explore CHITS for the variety of PL resources (PD360, Lync, and district resources) Register for and monitor your PL experiences via EDS Verify to start by the end of the 2nd week of school 1st Observation window opens Peer observers begin observations